



JOB SPECIFICATION

Code 11190

CIVIL SERVICE COMMISSION RECORDER

General Purpose

Under general supervision, supervise and participate in providing administrative support to the Civil Service Commission.

Typical Duties:

Oversee and participate in the preparation and review of Civil Service Commission agendas and documentation. Involves: Gather data and information for commission meetings. Ensure timely submission of agenda information. Obtain, research and verify accuracy of information to be presented to Civil Service Commission. Prepare agenda and information packets. Send to attorney's office for review. Deliver or have delivered the agenda and information packets to commissioners prior to meetings. Post agenda as required on bulletin boards and on computer.

Provide a variety of administrative support for commission including preparing minutes of meetings. Involves: Attend commission meetings. Record and take notes of actions at meetings. Transcribe commission minutes accurately. File copy of minutes with City Clerk's office after approval by the commission. Prepare minutes or other documents for response to open records requests as necessary. Setup and document performance evaluation hearings, special and non-scheduled meetings. Prepare and maintain logs and database of commission actions. Prepare subpoenas as required.

Answer questions and provide information. Involves: Answer questions via telephone, in person and by e-mail from staff and the general public. Utilize tact, discretion and courtesy in effectively answering questions. Provide information regarding timeframes, policies and rules and regulations. Instruct departments about deadlines for agenda items. Notify interested parties regarding commission disposition, meeting times and changes.

Supervise assigned personnel. Involves: Schedule, assign, instruct, guide and check work. Appraise employee performance. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.



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Knowledge, Skills, and Abilities

- Application of considerable knowledge of office practices, principles and techniques.
- Application of good knowledge of a variety of office equipment including personal computers and related software.
- Application of good knowledge of Civil Service Commission policies, rules and regulations.
- Application of good knowledge of correct English, grammar, spelling, vocabulary and punctuation.
- Prepare and maintain accurate records, minutes and reports.
- Solve problems and apply appropriate policies, rules and regulations.
- Clear concise oral and written communication to prepare minutes and effectively communicate policies, rules and regulations.
- Establish and maintain effective working relationships with coworkers, officials, customer departments, contractors, regulatory agencies and the general public.

Other Job Characteristics

- Position attends commission meetings generally held outside of business hours.

Minimum Qualifications

Education and Experience: Equivalent to a combination of high school diploma or GED, and six (6) years administrative support experience.

Licenses and Certificates: None.